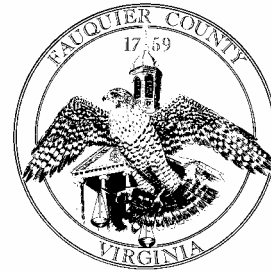


# Memorandum



**TO:** Distribution List

**FROM:** Bryan Tippie, Budget Director

**DATE:** February 21, 2003

**Re:** Minutes of the February 11, 2003 Finance Committee Meeting

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Committee Members present: Sharon Grove McCamy and Ray Graham

The Finance Committee met on February 11, 2003, at 3:00 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** Beth Ledgerton presented the Treasurer's Report for the Finance Committee's consideration.

**County Attorney's Report:** Tracy Gallehr discussed the litigation status for the County Attorney's Office.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

### **FY 2003**

#### **1. Library - \$15,000**

\$15,000 was approved for appropriation from a Dominion Virginia Power donation for the Bealeton Depot (part of the Bealeton Branch Library).

#### **2. Budget Office - \$409,073**

- a. \$1,290 was approved for appropriation from fees for the completion of a freedom of information request concerning the Northern Sports Field Complex.
- b. \$407,783 was approved for appropriation to the Volunteer Fire and Rescue Capital Fund Reserve from the FY 2002 Fire and Rescue Fund Balance.

### **Transfers:**

#### **Fire and Rescue - \$20,257**

- a. Transfer was approved for \$12,201 from Fire Station Construction CIP funds to CIP for Repair/Maintenance of Motor Vehicles, Lois Volunteer Fire Department.

- b. Transfer was also approved for \$8,056 from Fire Station Construction CIP funds to CIP Repair/Maintenance, Safety Equipment and Uniforms/Wearing Apparel, New Baltimore Volunteer Fire Department.

**Regular Agenda**

**Supplemental Appropriations:**

**FY 2003**

**Parks and Recreation - \$445,450**

- a. \$125,000 was approved for appropriation from a Virginia Outdoors/Land and Water Conservation State Grant to assist with the Vint Hill swimming pool construction.
- b. \$320,450 was approved for appropriation from a Recreational Access State Grant for the Central Sports Complex to assist in providing a bikeway and access road.

**Transfers:**

**School Division - \$68,650**

\$68,650 was approved for transfer from a completed school CIP project. Funding was to provide sufficient funding for six (6) tennis courts at Fauquier High School. \$187,000 had previously been approved by the Board of Supervisors for this project.

**Comments:**

**1. Finance Department**

Health Insurance – Janice Bourne, Finance Director, provided the monthly health insurance report. The increase for January 2003 compared with January 2002 was 21.58%. Discussion ensued pertaining to the amount of health insurance reserve at the end of the fiscal year. Current evaluation of health care costs indicates there will be a positive balance.

**2. Budget Office**

Budget Status - Bryan Tippie, Budget Director, stated that the County Administrator's Proposed Budget will be provided to the Board of Supervisors on February 24<sup>th</sup>. A summary budget document will also be provided to the Board at that time. The budget summary will be available on the County web page on February 25<sup>th</sup>.

Mr. Graham requested the amount of State funding the School Division is expected to receive for FY 2004. He indicated that his information indicated the State was identifying more funding than the School Division was including in its budget request. Mr. Graham was concerned that any additional dollars should be set aside for the FY 2005 operating costs of the new middle school. It was indicated that the School Division would be

available to provide State revenue information during its briefing of the Board of Supervisors later in the month.

**3. Sharon McCamy**

- a. Procurement Process/Timing of Public Hearings – A discussion ensued concerning the timing of Board of Supervisors appropriation approval and expenditure of funds. Primary issue was that procedures have been initiated to improve and expedite the approval process of budget requests, both for the County and the School Division.
- b. Audit Requirements for Contributions to 501c3 Organizations – The primary issue in this discussion was that all contribution organizations are required to sign an audit agreement with the County.